

# Things Every LMFT Board-Approved Supervisor Needs to Know



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Minnesota Board of  
Marriage and Family Therapy

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# Requirements for Supervisor

## Minn. Rule 5300.0160



- Subp. 1. **Requirements.** A supervisor is acceptable to the board if the supervisor was listed by the board under this part prior to August 1, 2016.....After August 1, 2016, new supervisors are acceptable to the board if the supervisor meets the requirements of either subpart 2 or 3.
- Subp. 2. **Board-approved supervisor requirements.** An applicant for board-approved LMFT supervisor status will be approved by the board if the applicant:
  - A. is licensed as a marriage and family therapist in Minnesota;
  - B. has at least four years and 4,000 hours of experience in clinical practice as a licensed marriage and family therapist; and
  - C. provides evidence of training in supervision. Evidence must be shown through completion of a board-approved MFT supervisor training course equivalent to three semester hours from a graduate program of a regionally accredited institution, 30 hours of an AAMFT-approved supervisor training course, or 30 hours of coursework in a board-approved MFT supervision education course.
- Subp. 3. **AAMFT-approved supervisor status.** An applicant for board-approved LMFT supervisor status will be approved by the board if the applicant is designated an approved supervisor by the American Association for Marriage and Family Therapy (AAMFT).

# Board-Approved Supervisor in #'s



- November 2014

- 470 Board-approved LMFT Supervisors (1380 LMFTs)

- 196 “new” applicants in 2014

325 LAMFTs

- Supervisors concentrated in metro area

- November 2016

- 616 Board-approved LMFT Supervisors (1525 LMFTs)

- Approximately 215 “new” applicants in 2016

325 LAMFTs

- Still concentrated in metro area



Forms processed within  
30 days (usually faster).

No fee.

Must be approved MFT  
supervision training.  
Must complete course  
(even if more than 30  
hours).

Notification of status  
sent by email.

Future changes to  
contact info do not  
carry over to Supervisor  
listing. Must notify  
Board by email of  
changes.



**Minnesota Board of Marriage and Family Therapy**

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Ph: (612) 617-2220 Fax: (612) 617-2221

Email: [mft.board@state.mn.us](mailto:mft.board@state.mn.us)

Website: [www.bmft.state.mn.us](http://www.bmft.state.mn.us)

Hearing Impaired-Minnesota Relay Service: 1-800-627-3529

**REQUEST FOR BOARD-APPROVED SUPERVISOR STATUS**

NAME:		
LMFT LICENSE #:	DATE OF INITIAL LMFT LICENSURE:	
NAME OF COMPLETED MFT SUPERVISION COURSE:		
PROVIDE INFORMATION FOR POSTING ON BOARD WEBSITE LISTING OF APPROVED SUPERVISORS:		
NAME & CREDENTIAL(S):		
BUSINESS NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE:	EMAIL:	

**IMPORTANT:** Attach a copy of documentation of completion of your 30-hour or graduate 3-credit MFT supervision program/course.

*I attest that I meet the requirements of Minnesota Rule 5300.0160 and request the Board grant me Board-approved supervisor status. I agree to comply with all requirements stated in Minnesota Rule 5300.0170 – Responsibilities of Supervisor.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Responsibilities of Supervisor

## Minn. Rule 5300.0170



- A supervisor must:
  - A. be knowledgeable of current clinical skills required for effective delivery of marriage and family therapy services;
  - B. be knowledgeable of current literature in the field of marriage and family therapy, including professional ethics, and be knowledgeable of the basic skills and service delivery of supervision;
  - C. see that all supervised work is conducted in an appropriate professional setting, with adequate administrative and clerical controls, so as to assure the quality and competency of supervised activities; and
  - D. devote at least ten percent of the required continuing education hours to supervision training and skills.

# Definitions

## Minn. Rule 5300.0100



- Subp. 15. **Supervisee.** "Supervisee" means an individual who is supervised while engaged in a graduate program practicum or internship, or postgraduate experience needed to obtain credentialing by the board, or to comply with a board order.
- Subp. 16. **Supervision.** "Supervision" means taking full professional responsibility for training, work experience, and performance in the practice of marriage and family therapy of a supervisee, including planning for and evaluation of the work product of the supervisee, and including face-to-face contact between the supervisor and supervisee.
- Subp. 17. **Supervisor.** "Supervisor" means an individual who has met the requirements in part [5300.0160](#), has been credentialed as a supervisor by the board, and takes full professional responsibility for the practice of the supervisee during a specific time to enable the supervisee to:
  - A. complete a practicum or internship;
  - B. complete a postgraduate supervised experience to obtain credentialing by the board; or
  - C. satisfy a board requirement or order.

# Breakdown of Client Contact & Supervision

The logo for the Minnesota Board of Marriage and Family Therapy. It features a blue rectangular background with a white outline of the state of Minnesota on the left. To the right of the outline, the text "Minnesota Board of Marriage and Family Therapy" is written in white, with "Minnesota Board of Marriage" on the first line and "and Family Therapy" on the second line.

Minnesota Board of Marriage  
and Family Therapy



## Breakdown of Client Contact & Supervision Hours

- Accumulation of 4000 professional hours in not less than two years from awarding of requisite graduate degree. For those completing required graduate education after August 1, 2016, licensure process must be completed within 7 years of filing initial application with Board.
- These 4000 professional hours must include at least 1000 hours of face-to-face clinical client contact and at least 500 of these hours must be with couples, families, or other relational groups. These 1000 hours of clinical client contact shall include the assessment, diagnosis, and treatment of mental illness and cognitive, emotional and behavioral disorders.
- Psychoeducation and skills-building activities may be considered as clinical client contact when these therapeutic activities are provided within an existing therapeutic relationship providing family therapy as defined in Minn. Stat. 148B.29, Subd.3.
- All 200 hours of supervision must be related to the 1000 hours of clinical client contact and at least half of these hours must be individual supervision (not more than 2 supervisees present). Supervision must involve a focus on the supervisee's clinical work and supervisee must make clinical data directly available to supervisor via written clinical materials, direct observation, audio or video recordings, or other reporting methods. Supervision must be *regular* and *continuous* until supervisee is licensed as an LMFT.
- No more than 50 hours of supervision may be received via secure synchronous electronic means.
- The supervisor for all clinical work logged for purposes of licensure must be a MN LMFT Board-approved supervisor. The supervisee must insure that the supervisor is listed on the MFT Board's website. If clinical client hours are accrued in another jurisdiction, supervision must be provided by an AAMFT-approved supervisor, or an LMFT authorized to provide supervision for purposes of licensure in that jurisdiction.
- The other 2800 hours should include everything else you do of a professional nature, such as session preparation, case notes, staff meetings, continuing education, etc. This work may be supervised by any Minnesota mental health professional.



Starting date – must be after transcript degree date.

Complete form when supervision end.

Check hour logs regularly. Verify/initial/check the math.

Supervisor should complete Board forms – or at least complete with supervisee.

Overlapping supervisors? Divide out client contact hours. (Not that hard to do)

Address concerns when they arise. Not required to sign if concerns about supervisee's ability to practice safely.

## POST-GRADUATE EXPERIENCE AND SUPERVISION VERIFICATION FORM

### SECTION 1: To be completed by the APPLICANT

Applicant Name: Last	First:	Middle:	Suffix
Place of Employment/Site of Clinical Experience:			

### SECTION 2: To be completed by the CLINICAL SUPERVISOR

The information listed below must reflect only those post-graduate activities and services the applicant performed under supervision by a MN Board-approved LMFT supervisor or, if client contact and supervision occurred in another jurisdiction, an LMFT authorized to provide supervision for purposes of licensure in that other jurisdiction. Experience and supervision must be done concurrently.

EXPERIENCE and SUPERVISION was conducted and completed between \_\_\_\_\_ and \_\_\_\_\_ as follows:  
(mm/dd/yyyy) (mm/dd/yyyy)

EXPERIENCE	SUPERVISION
Post-Graduate: 1,000 client contact hours, with at least 500 hours with couples/families, over a <u>minimum</u> of 24 months	Post-Graduate: 200 clock hours, with at least 100 hours of individual supervision, over a <u>minimum</u> of 24 months
(a) _____ hours of face-to-face clinical client contact with couples and families for the purpose of diagnosis, assessment, and treatment	(a) _____ hours of face-to-face individual supervision providing assessment and evaluation of applicant's clinical work (no more than two supervisees present)
(b) _____ hours of face-to-face clinical client contact <u>other than</u> with couples and families (individual or other) for the purpose of diagnosis, assessment and treatment	(b) _____ hours of electronic individual supervision (no more than two supervisees present)
_____ TOTAL HOURS of post-graduate client contact	(c) _____ hours of face-to-face group supervision providing assessment and evaluation of applicant's clinical work (no more than six supervisees present)
<i>All supervision forms submitted with application, added together, must equal at least 500 hours of direct client contact with couples and families and total direct client contact hours of at least 1,000 hours.</i>	(d) _____ hours of electronic group supervision (no more than six supervisees present)
	_____ TOTAL HOURS of post-graduate supervision
	<i>All supervision forms submitted with application, added together, must equal at least 100 hours of individual supervision and total supervision of at least 200 hours. No more than 50 hours of synchronous electronic supervision may be reported.</i>

Supervisor Name (print):

Contact Telephone:

Contact Email:

State where experience/ supervision took place	License Credential	License Number	License Issue Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)

I DECLARE that the statements made on this verification are true and complete to the best of my knowledge, that the applicant completed the post-graduate supervised experience and supervision hours documented on this form, and that I am aware of no fact or circumstance that would disqualify this applicant from seeking LMFT licensure.

Supervisor Signature: \_\_\_\_\_





Supervisors do not have to complete endorsement forms.

Supervisors can complete endorsement forms.

Forms change – Read the questions. Answer the questions.

Endorsers frequently check the wrong answer on questions 4 & 5.

#### Applicant Endorsement #1

##### Application for Licensed Marriage and Family Therapist (LMFT License)

APPLICANT NAME: \_\_\_\_\_  
Last First MI

**To Be Completed By Endorser:** Type or print all answers in black ink. Complete all sections on this page.

Endorser Name: \_\_\_\_\_  
Last First MI

Contact Email address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

##### Qualifications of Endorser (Endorser must be a Licensed Marriage and Family Therapist)

1. Are you an employee, client or former client of the applicant, or related to the applicant in any way?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
2. Are you licensed by the Minnesota Board of Marriage and Family Therapy? \_\_\_\_\_ Yes \_\_\_\_\_ No  
**If yes**, MN LMFT license number: \_\_\_\_\_ **If no**, go to question #3.
3. If you answered "No" to question #2, are you licensed as a Marriage and Family Therapist in another state whose licensure requirements are equivalent to Minnesota LMFT licensure requirements?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, License # and State where issued: \_\_\_\_\_  
**If no, you may not serve as an endorser.**

##### Endorsement of Applicant

4. Do you believe that the applicant for LMFT licensure is qualified to practice independently?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain.
5. To the best of your knowledge, has the applicant for LMFT licensure violated any statute, rule or ethical standard governing the practice of marriage and family therapy?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain.

I hereby attest to the above-named applicant's professional and ethical character.

\_\_\_\_\_  
Signature of Endorser Date

After completion, Endorser may return form to applicant for inclusion with Application for LMFT Licensure or mail form directly to: **MN Board of MFT**, 2829 University Ave. SE, Suite 400, Minneapolis, MN 55414. Please notify applicant if submitting form directly to MN Board of MFT.

# Supervised Experience – Minn. Rule 5300.0150



- Minimum **4,000 hours of supervised professional experience** including at least **1,000 hours of clinical client contact**;
- At least **500 hours of the clinical client contact** working with **couples, families, or other relational groups**;
- Must include the **assessment, diagnosis, and treatment of mental illness, and cognitive, emotional, and behavioral disorders**;
- **200 hours of clinical supervision** by a board-approved, Minnesota licensed marriage and family therapist supervisor over a period of not less than 24 months; no more than 100 hours logged in any 12-month period;
- Up to **25 percent** of the required supervision may be received via secure, synchronous electronic means.
- Data from clinical work made **directly available** to supervisor through written clinical materials, direct observation, audio or video recordings, or other reporting methods.

# Supervised Experience (post 8/1/2016)

## Minnesota Rule 5300.0155



- Within **six months of commencement of the supervised experience**, an applicant must apply to the board to take the national examination.
- Not less than 4,000 hours, and must be completed in **no less than two and no more than seven years** from the filing of the application to take the national examination.
- Minimum of **1,000 hours of clinical client contact** supervised by a board-approved, Minnesota-licensed marriage and family therapist supervisor.
- At least **500 hours** of clinical contact with couples, families, or similar **relational** groups.
- Minimum **200 hours of supervision** (at least 100 individual) by a board-approved, MN LMFT supervisor; average rate of one hour of supervision per five hours of clinical client contact; no more than 100 hours of supervision logged in any 12-month period;
- Shall include the **assessment, diagnosis, and treatment of mental illness, and cognitive, emotional, and behavioral disorders**.
- Up to **25 percent** of the required supervision may be received via secure, synchronous **electronic** means.
- Data from clinical work made **directly available** to supervisor through written clinical materials, direct observation, audio or video recordings, or other reporting methods.

# Relational Hour



- Intent – Learn to provide independent therapy to individuals/families/couples under supervision, in preparation for independent practice.
- Includes “assessment, diagnosis, and treatment of mental illness” - presumed that utilization of these skills is required.
- Relational hours - Certain relational systems that are similar to the categories listed may count as couple/family/relational therapy hours. Interaction of the therapy participants similar to that of a family unit.
- Highly unlikely that a general “group” therapy session would qualify as family/couple hours (i.e. unrelated individuals meeting to discuss a similar issue), certain groups, residential homes settings (where membership/participation is stable and interaction similar to a family unit), may represent a unique situation.
- LMFT Board-approved supervisor must evaluate the therapy skills used and determine whether all, some or none of the hours may be logged as relational. If the supervisor would not certify such hours as family/couple (i.e. relational), it is the rare situation where the Board would overrule such a determination.

# How Long is an Hour?



- Topic ripe for abuse. One hour is one hour.
- Board has sought to avoid a 60-minute *mandate* so that client sessions and supervision sessions work as part of a professional's normal, scheduled day. (53 min. example)
- If a supervision session runs from 10:00 – 12:00, it is 2 hours of supervision (not 2.4 hours); similarly, a client contact hour that runs from 10:00 – 11:00 is one hour of client contact (not 1.2 hours).
- Note: Board has never indicated or endorsed allowing 40 minutes, or even 45 minutes, to count as an hour of therapy or supervision. Such times should be logged as 0.67 or 0.75 hours.

# Supervision Miscellaneous...



- Group supervision – no more than 6 supervisees + supervisor.
  - Don't add more supervisors & make the group bigger – classroom instruction isn't supervision
  - Non-supervisees? It depends. What is their role?
  - Staff meetings ≠ supervision
- Supervision must stay in place until fully licensed at a rate that insures supervisor can take “full professional responsibility” for all clinical work.
- Electronic supervision – authorized for up to 50 hours
- “Other” professional hours -

# Supervision Contracts



- Supervisor information (professional training & experience, models of supervision, theoretical perspective, etc.)
- Structure of supervision – Time/frequency/duration; format of supervision; meeting site(s); fees
- Expectations & responsibilities of supervisee(s) – Preparation; punctuality; openness to feedback; goals/objectives/strategies; liability insurance (provide copy of coverage statement); procedures for evaluation of supervisor

# Supervision Contracts (cont'd)



- Expectations & responsibilities of supervisor – Models of supervision & strategies used; Focus on quality of client care, as well as development of the professional; Documentation; procedures for feedback & evaluation of supervisee(s); emergency availability; paperwork/verification/endorsement
- Evaluation criteria / Exiting process
- Review of ethical standards & impact on supervision
- Due process (how will difficulties be resolved)
- Agreement statement (signatures & date)



# Ethical Issues



- Boundary violations – big & little
- Failure to adequately supervise –
  - Outside supervision
  - Private practice

# Things Every LMFT Board- Approved Supervisor Needs to Know



**TA-DA...**  
**QUESTIONS?**